



**TOWN OF SCITUATE, MASSACHUSETTS
SCITUATE MARITIME CENTER
119 EDWARD FOSTER RD.**

INTERNAL FACILITY USE REQUEST FORM

The Scituate Maritime Center is available for meeting space for Town Departments, Boards Committees and Commissions.

Please read this document in its entirety. Fill out the request form completely.

1. One month notice is appreciated.
2. Fill out completely.
3. Email to dkuppens@scituatema.gov or mail to
Scituate Town Hall
c/o Deb Kuppens
Selectmen's Office
600 Chief Justice Cushing Hwy, Scituate, MA 02066

Organization _____ Contact Person _____
Telephone (Home) _____ (Work) _____ (Cell) _____
Address _____
City _____ State _____ Zip _____
Email _____

Event or Activity planned _____
On Site Contact Person _____ Telephone _____
Total number of Participants _____ # of Youth _____ # of Adults _____
Start Date: _____ Time _____
End Date: _____ Time _____
(Please note start time should include any set up and clean up time)

Please note: Until you have received permission the date/space you have requested has not been reserved. Do not advertise your event until you have been notified that the reservation has been approved.

I acknowledge and agree to the acceptance of liability for any damage to the facility and/or the furnishing and equipment resulting from carelessness or inappropriate activity. I have read and understand the following Scituate Maritime Center Use Policy, and I agree to return the facility to its original condition following the event. I understand that smoking is not permitted in the building or on the property of the Scituate Maritime Center.

Signed _____ Date _____
+++++
FOR TOWN USE ONLY

Approval Granted by _____ Date: _____

Reason for Denial or Conditions for Approval _____

Remarks _____

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SCITUATE MARITIME CENTER USE POLICY

1. The doors to the Scituate Harbor Community Building are on an automated locking system which will be scheduled from a computer in the office of the Select Board. *Please be mindful of these times especially when breaking down your event as to not lock yourself out of the building.*
2. Users are responsible for setting up and returning space as found.
3. All trash must be removed.
4. Tables and chairs are to be put away.
5. Smoking is not allowed in the building or on the property.

CLOSING AND SECURING THE BUILDING

1. Put away all tables and chairs.
2. Remove all trash.
3. Extinguish interior lights
4. Ensure that all exit doors are securely closed before leaving the building.